

C. I. G. Administrative Contributions

Approved For Release 00010802 : CIA-RDP81-00728R000100060017-5

RESTRICTED

1 of 1

RESTRICTED*Spec. Funds*CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY  
Washington, D. C.

## ADMINISTRATIVE INSTRUCTION

STATINTL

~~TOP SECRET~~  
NUMBER [REDACTED]

24 April 1947

*Indexed 5/27/47*SUBJECT: Periodic Within Grade Salary Advancements (Unvouchered Funds) *grd*EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Periodic within grade salary advancements may be granted to employees paid from unvouchered funds at the same rates and on a basis similar to the in-grade salary increases granted vouchered funds employees under the provisions of the Classification Act of 1923, as amended, and the Federal Employees Pay Act of 1945.

2. An unvouchered funds employee may be advanced in compensation to the next higher rate within his grade provided:

a. That he has 12 months of continuous service in a grade in which the compensation increments are less than \$200.00, or has 18 months of continuous service in a grade in which the compensation increments are \$200.00 or more.

b. That no equivalent increase in compensation for any cause was received during the 12 or 18 months.

c. That the formal Efficiency Rating received by the employee for the period was "Good" or better, or if no formal Efficiency Rating was made, that the employee's immediate superior has executed a certificate stating that the service and conduct of the employee during the period was satisfactory in all respects.

3. The Assistant Executive for Personnel for the CIG Office concerned will initiate Personnel Action Requests, Form No. 37-1, to request periodic within grade salary advances for employees paid from Special Funds. The Requests will be forwarded to the branch or other organizational unit concerned for completion of the efficiency report or certificate of satisfactory service, as required in paragraph 2c above. Personnel Action Requests for field personnel will be initiated sufficiently in advance of eligibility dates to permit efficiency reports, or certificates in lieu thereof, to be forwarded from the field. Upon completion of the efficiency requirements the Form No. 37-1 will be returned to the office of the Assistant Executive for Personnel of the CIG Office concerned for approval by the Assistant Director or his designee. Upon approval, the Requests will be transmitted to the Special Funds Section. The Assistant Executive for Personnel of the CIG Office concerned will maintain controls on all Requests initiated to ensure that completed action is taken in every instance.

RENUMBERED &amp; INTEGRATED WITH CIG MEMO [REDACTED] PER CIA GENERAL ORDER [REDACTED]

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EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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4. Periodic within grade salary increases which are approved on Form No. 37-1 as outlined above will be made effective at the beginning of the next pay period following the pay period in which the employee completed the necessary 12 or 18 months of continuous service.

5. The above provisions are not retroactive and no within grade salary advances will be made effective before 3 March 1947, although continuous service, up to 12 or 18 months, performed by employees before that date may be counted in computing their time in grade.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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CENTRAL INTELLIGENCE GROUP/AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION

MEMORANDUM

AMENDMENT

2 September 1947

SUBJECT: Periodic Within-Grade Salary Advancements

STATINTL

CIG Memorandum [REDACTED] dated 24 April 1947, is amended by adding paragraph 6, 7 and 8 as indicated below:

"6. When an employee is transferred within the agency from a Vouchered to an Unvouchered Funds status, the time served in grade while on a Vouchered Funds status will be considered in computing the total time in grade for purposes of time required for advancement to the next higher rate within the employee's grade.

"7. When an employee is transferred within the agency from an Unvouchered to a Vouchered Funds status, the time served within grade on an Unvouchered Funds status will be considered to the same extent as would time on Vouchered Funds in computing time requirements for a within-grade advancement on Vouchered Funds.

"8. The effective date of any salary increase granted as a result of this memorandum will not be prior to the date hereof."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

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DISTRIBUTION: A  
(2483)

RENUMBERED & INTEGRATED WITH CIG MEMO [REDACTED] PER CIA GENERAL ORDER NO. [REDACTED]

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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

AI  
MEMORANDUM  
NO. [REDACTED]

AMENDMENT NO. 1

2 September 1947

SUBJECT: Periodic Within-Grade Salary Advancements

STATINTL

CIG Memorandum [REDACTED] dated 24 April 1947, is amended by adding paragraph 6, 7 and 8 as indicated below:

"6. When an employee is transferred within the agency from a Vouchered to an Unvouchered Funds status, the time served in grade while on a Vouchered Funds status will be considered in computing the total time in grade for purposes of time required for advancement to the next higher rate within the employee's grade.

"7. When an employee is transferred within the agency from an Unvouchered to a Vouchered Funds status, the time served within grade on an Unvouchered Funds status will be considered to the same extent as would time on Vouchered Funds in computing time requirements for a within-grade advancement on Vouchered Funds.

"8. The effective date of any salary increase granted as a result of this memorandum will not be prior to the date hereof."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A  
(2483)

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**RESTRICTED**STATINTL  
STATINTLCENTRAL INTELLIGENCE GROUP  
Washington, D. C.*Rescinded by*  
**AI** [REDACTED]  
*8/17/48*

STATINTL

MEMORANDUM  
NUMBER [REDACTED]

24 April 1947

**SUBJECT: Periodic Within Grade Salary Advancements (Unvouchered Funds)****EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED**

1. Periodic within grade salary advancements may be granted to employees paid from unvouchered funds at the same rates and on a basis similar to the in-grade salary increases granted vouchered funds employees under the provisions of the Classification Act of 1923, as amended, and the Federal Employees Pay Act of 1945.
2. An unvouchered funds employee may be advanced in compensation to the next higher rate within his grade provided:
  - a. That he has 12 months of continuous service in a grade in which the compensation increments are less than \$200.00, or has 18 months of continuous service in a grade in which the compensation increments are \$200.00 or more.
  - b. That no equivalent increase in compensation for any cause was received during the 12 or 18 months.
  - c. That the formal Efficiency Rating received by the employee for the period was "Good" or better, or if no formal Efficiency Rating was made, that the employee's immediate superior has executed a certificate stating that the service and conduct of the employee during the period was satisfactory in all respects.
3. The Assistant Executive for Personnel for the CIG Office concerned will initiate Personnel Action Requests, Form No. 37-1, to request periodic within grade salary advances for employees paid from Special Funds. The Requests will be forwarded to the branch or other organizational unit concerned for completion of the efficiency report or certificate of satisfactory service, as required in paragraph 2c above. Personnel Action Requests for field personnel will be initiated sufficiently in advance of eligibility dates to permit efficiency reports, or certificates in lieu thereof, to be forwarded from the field. Upon completion of the efficiency requirements the Form No. 37-1 will be returned to the office of the Assistant Executive for Personnel of the CIG Office concerned for approval by the Assistant Director or his designee. Upon approval, the Requests will be transmitted to the Special Funds Section. The Assistant Executive for Personnel of the CIG Office concerned will maintain controls on all Requests initiated to ensure that completed action is taken in every instance.

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4. Periodic within grade salary increases which are approved on Form No. 37-1 as outlined above will be made effective at the beginning of the next pay period following the pay period in which the employee completed the necessary 12 or 18 months of continuous service.

5. The above provisions are not retroactive and no within grade salary advances will be made effective before 3 March 1947, although continuous service, up to 12 or 18 months, performed by employees before that date may be counted in computing their time in grade.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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RESTRICTED

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

MEMORANDUM  
NUMBER

AI

24 April 1947

*Rescinded by*  
AI [redacted]  
8/17/48

SUBJECT: Periodic Within Grade Salary Advancements (Unvouchered Funds)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Periodic within grade salary advancements may be granted to employees paid from unvouchered funds at the same rates and on a basis similar to the in-grade salary increases granted vouchered funds employees under the provisions of the Classification Act of 1923, as amended, and the Federal Employees Pay Act of 1945.
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  - a. That he has 12 months of continuous service in a grade in which the compensation increments are less than \$200.00, or has 18 months of continuous service in a grade in which the compensation increments are \$200.00 or more.
  - b. That no equivalent increase in compensation for any cause was received during the 12 or 18 months.
  - c. That the formal Efficiency Rating received by the employee for the period was "Good" or better, or if no formal Efficiency Rating was made, that the employee's immediate superior has executed a certificate stating that the service and conduct of the employee during the period was satisfactory in all respects.
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5. The above provisions are not retroactive and no within grade salary advances will be made effective before 3 March 1947, although continuous service, up to 12 or 18 months, performed by employees before that date may be counted in computing their time in grade.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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*Rescinded by*  
[Redacted]

STATINTL

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

STATINTL

MEMORANDUM  
NO. [Redacted]

AMENDMENT NO. 1

2 September 1947

SUBJECT: Periodic Within-Grade Salary Advancements

STATINTL

CIG Memorandum [Redacted] dated 24 April 1947, is amended by adding paragraph 6, 7 and 8 as indicated below:

"6. When an employee is transferred within the agency from a Vouchered to an Unvouchered Funds status, the time served in grade while on a Vouchered Funds status will be considered in computing the total time in grade for purposes of time required for advancement to the next higher rate within the employee's grade.

"7. When an employee is transferred within the agency from an Unvouchered to a Vouchered Funds status, the time served within grade on an Unvouchered Funds status will be considered to the same extent as would time on Vouchered Funds in computing time requirements for a within-grade advancement on Vouchered Funds.

"8. The effective date of any salary increase granted as a result of this memorandum will not be prior to the date hereof."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[Redacted]  
Executive for  
Administration and Management

DISTRIBUTION: A  
(2483)

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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

MEMORANDUM

1947

SUBJECT: Periodic Within-Grade Salary Advancements

STATINTL

CIG Memorandum [REDACTED] dated 24 April 1947, is amended by adding paragraph 6, 7 and 8 as indicated below:

"6. When an employee is transferred within the agency from a Vouchered to an Unvouchered Funds status, the time served in grade while on a Vouchered Funds status will be considered in computing the total time in grade for purposes of time required for advancement to the next higher rate within the employee's grade.

"7. When an employee is transferred within the agency from an Unvouchered to a Vouchered Funds status, the time served within grade on an Unvouchered Funds status will be considered to the same extent as would time on Vouchered Funds in computing time requirements for a within grade advancement on Vouchered Funds.

"8. The effective date of any salary increase granted as a result of this memorandum will not be prior to the date hereof."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

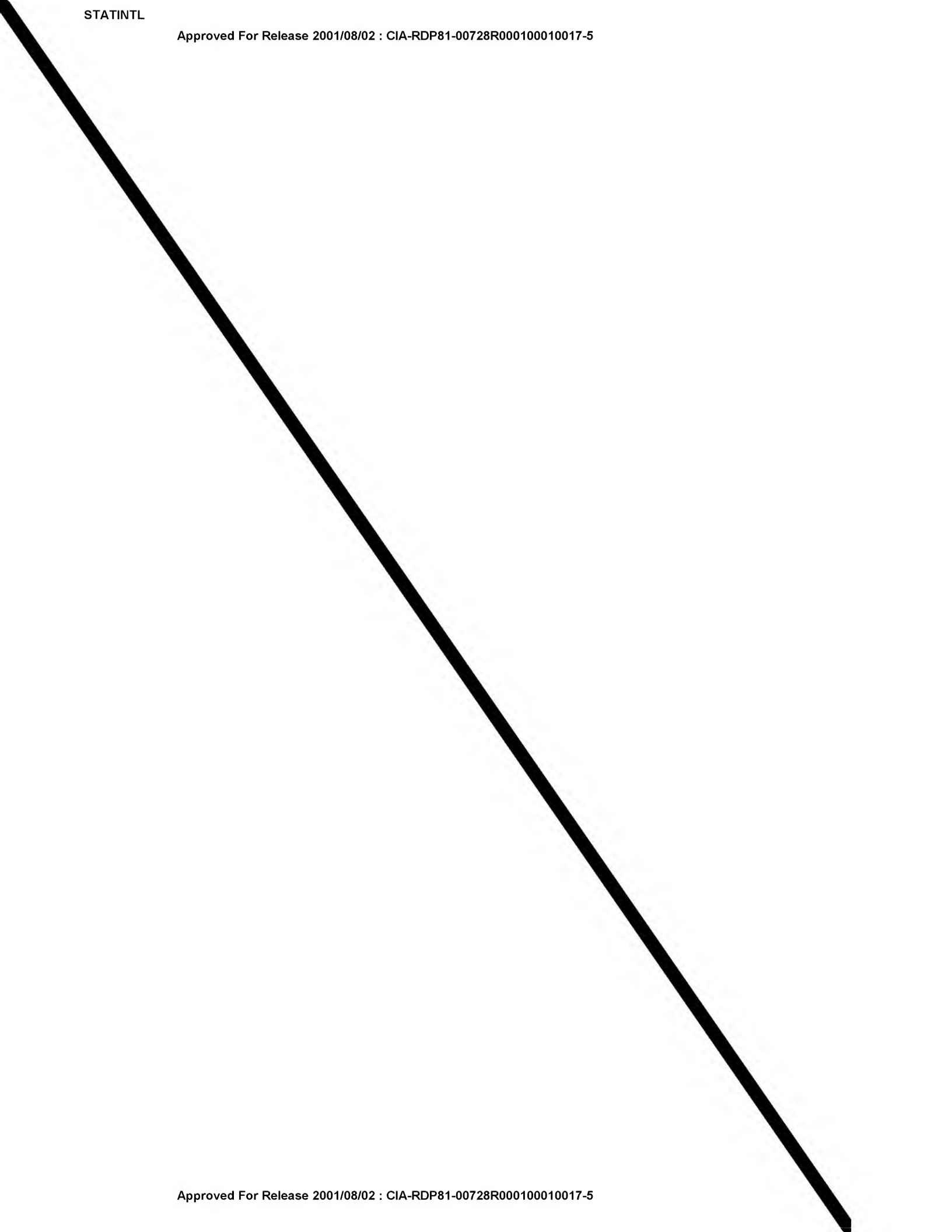
STATINTL

[REDACTED]  
Executive for  
Administration and Management

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UNCLASSIFIED	<u>RESTRICTED</u> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>	CONFIDENTIAL	SECRET	TOP SECRET
CENTRAL INTELLIGENCE GROUP <b>INTER-OFFICE ROUTING SLIP</b>				
FROM	TO	INITIALS	DATE	
DIRECTOR OF CENTRAL INTELLIGENCE				
DEPUTY DIRECTOR				
SECRETARY TO THE DIRECTOR				
EXECUTIVE OFFICE: EXECUTIVE DIRECTOR	1/25	2 2	28 Aug.	
ADVISORY COUNCIL				
✓ EXECUTIVE FOR PERSONNEL & ADMINISTRATION <i>&amp; Management</i>		BS	26 Aug	
CENTRAL RECORDS				
SECRETARY, NIA				
CHIEF, INTERDEPARTMENTAL STAFF				
ASST. DIRECTOR, SPECIAL OPERATIONS				
ASST. DIRECTOR, REPORTS & ESTIMATES				
ASST. DIRECTOR, OPERATIONS				
ASST. DIRECTOR, COLLECTION & DISSEMINATION				
CHIEF, SECURITY BRANCH				
<i>Chief Management Branch</i>	1	<i>Rmtt</i>	26 Aug	
<div style="display: flex; justify-content: space-between;"> <div> APPROVAL <i>for pub</i> <input checked="" type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/>  ACTION <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT (1) <input checked="" type="checkbox"/>  RECOMMENDATION <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> FILE <input type="checkbox"/>  SIGNATURE <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> DISPATCH <input type="checkbox"/> </div> <div> REMARKS: <i>Concurrences are attached to original draft which has been rewritten without change in content.</i>  <i>OK Rmtt arrived</i> </div> </div>				
SECRET      CONFIDENTIAL <u>RESTRICTED</u> UNCLASSIFIED				

16-26 PREVIOUS EDITIONS ARE NOT TO BE USED (359)



GROUP 7  
CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

**RESTRICTED**

MEMORANDUM  
NO. —

August 1947

SUBJECT: Periodic Within Grade Salary Advancements

~~EFFECTIVE INTEL CANCELED OR SUPERSEDED~~

STATINTL This memorandum supplements the provisions of CIG Memo-  
randum [redacted] dated 24 April 1947, which ~~is amended by adding~~  
~~paragraphs 6, 7 and 8 as indicated below~~  
STATINTL until canceled or superseded by CIG Memorandum [redacted] dated 30 June  
1947.

"6. <sup>When</sup> Where an employee is transferred within the agency from a  
Vouchered Funds <sup>an</sup> to <sup>status</sup> Unvouchered Funds, the time served in-grade  
while on <sup>a</sup> Vouchered Funds <sup>status</sup> will be considered in computing the total  
time in-grade for purposes of time required for advancement to the  
next higher rate within the employee's grade. <sup>"7. When</sup> Also, where an em-  
ployee is transferred within the agency from <sup>an</sup> Unvouchered Funds <sup>an</sup> to a  
Vouchered Funds <sup>status</sup>, the time served within grade on <sup>an</sup> Unvouchered Funds <sup>status</sup>  
will be considered to the same extent as would time on Vouchered  
Funds in computing time requirements for a within grade advancement  
on Vouchered Funds. \*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
Executive for  
Administration and Management

\* "8. The effective date of any salary increase granted as a result  
of this memorandum will not be prior to the date hereof.

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21 August 1947

MEMORANDUM FOR EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT

Subject: Periodic Within Grade Salary Advancements

1. Attached hereto is proposed CIG Memorandum to supplement the provisions of CIG Memorandum No. 23 concerning the above subject. The question of credit for purposes of within grade advancements for employees on Unvouchered Funds transferring to Vouchered Funds has been explored by this office with the General Accounting Office and the Civil Service Commission.

2. It appears that service on Unvouchered Funds may be considered in computing within grade salary advancements to the same extent as service on Vouchered Funds. The question of considering the service on Vouchered Funds in computing time in-grade for employees who have transferred to Unvouchered Funds is a question of administrative policy.

3. It is believed that the proposed Memorandum will serve the purpose of informing employees of CIG policy where employees are transferred within the agency from one type of funds to another.

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Assistant General Counsel

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